

Robert J. Boock

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TO: Budget Review Committee Members
Marcia A. Leclerc, Mayor
Michael P. Walsh, Director of Finance
Timothy A. Bockus, Director of Public Works
Susan M. Hansen, Director of Libraries

TOWN CLERK
EAST HARTFORD

FROM: Mary G. Martin, Raymond Library Expansion Project Administrator *MGM*

SUBJ: Minutes of the 1/13/15 Meeting of the Raymond Library Expansion Project Budget Review Committee

DATE: January 15, 2015

The meeting was called to order by Mayor Leclerc at 3:25 p.m. on January 13, 2015 in the Office of the Mayor.

Present: Mr. Walsh, Mr. Bockus, Ms. Hansen, and Ms. Martin

Ms. Martin presented requests for Change Orders #80 and #81 to the W. J. Mountford Co. construction contract. These requests were already reviewed and approved by project architect Bruce Tuthill and Owner's Representative Scott Boos.

- Change Order #80 increases the contract amount by \$12,969. The work described involves the construction of display cases in Meeting Room 1 that will have sliding glass doors with locks, glass shelves on adjustable recessed standards, cherry veneer plywood bottom shelves and painted back walls. Each cabinet shall have 3 rows of 3/8 inch tempered glass shelves, approximately 16 inches deep, in lengths not to exceed 48 inches. Sliding glass doors shall have wood casing on all four sides.

Motion was made by Mr. Walsh; seconded by Mr. Bockus, to table Change Order #80 pending further information from the architect on the depth of the shelving and the height of the base. Vote was unanimous.

- Change Order #81 increases the contract amount by \$9,010. This change order is comprised of three separate modifications to the scope of work. The first (\$1,172) covers the installation of a new fan/light combination in the Staff Toilet Room on the 2nd Floor which will be connected to the existing ductwork. The work includes new wiring, a new switch, and plaster patching. The second (\$5,565) is to furnish and install aluminum pipe covers in the original stack area to conceal insulated piping to 12 fan coil units. The aluminum used shall have a baked enamel finish. The third (\$2,273) replaces existing fascia boards on the

existing south entrance with new PVC boards and paint. The work includes removal and reinstallation of the brass letters that spell out "Raymond Library".

Motion was made by Mr. Walsh; seconded by Mr. Bockus, to approve Change Order #81. Vote was unanimous.

The net grand total of the one approved change order is \$9,010. The grand total of all increases by change orders is \$732,008. The revised total amount of the contract will be \$7,137,008.

Ms. Martin noted that the project remains within budget.

A copy of the Change Order, including back-up documentation, is attached to these minutes and will be kept on file in the Office of the Mayor, with the Town Clerk, and in the Project Administrator's office.

Meeting was adjourned at 3:40 p.m.

The next meeting is scheduled for Tuesday, January 20, 2015 at 12:00 p.m. in the Office of the Mayor.

Cc: Bruce Tuthill, Tuthill and Wells Architects LLC
Scott Boos, Owner's Representative
Paul Hollmann, W.J. Mountford Co.